

U.S. Office of Personnel Management SAN FRANCISCO SERVICE CENTER VACANCY ANNOUNCEMENT

Vacancy identification number: XXXXXXXX
Opening Date: XXXXXXXXXXXX
Closing Date: XXXXXXXXXXXX
Position: ENVIRONMENTAL PROTECTION SPECIALIST, GS-0028-07/07

Full Performance Level: 12 OR 13 (Depending on duty station)
Salary and Duty Location: There will be approximately 20 positions to be filled from this vacancy announcement.

ANNUAL SALARY and DUTY STATIONS [Salary differentials are determined by cost-of-living adjustments for each location].

<u>City</u>	<u>Starting Salary</u>
Boston, MA	\$30,483
New York, NY	\$30,888
Philadelphia, PA	\$30,121
Atlanta, GA	\$29,539
Chicago, IL	\$30,719
Dallas, TX	\$29,825
Kansas City, KS	\$29,447
Denver, CO	\$30,420
San Francisco, CA	\$31,801
Seattle, WA	\$30,026
Washington, DC	\$29,966

THIS IS A Career/Career Conditional POSITION

Employing Agency: U.S. ENVIRONMENTAL PROTECTION AGENCY

Applications will be accepted from: Any U.S. citizen

These positions are also being announced by the U.S. Environmental Protection Agency under their Intern Program under the Outstanding Scholar announcement number LV-EIP35-01. Please refer to that announcement for qualification requirements, information on how to apply, and where to send your application(s).

CONDITIONS OF EMPLOYMENT:

- A minimum 2-month rotation to a different geographic location is required.
- Applicants must be available for full-time permanent employment by August 2001.

MAJOR DUTIES: The EPA Intern Program is a 2-year program of developmental assignments and training. Interns perform a

variety of assignments designed with the objectives of: (1) broadening exposure to EPA programs; (2) improving individual knowledge, skills and abilities; and (3) achieving a higher level of capability to assume technical or administrative assignments. Assignments will include technical or administrative work required for the development and conduct of EPA programs and accomplishments of its mission. Intern positions are permanent, full-time career assignments. At the conclusion of the program, Interns will be assigned to permanent position specific organizations within their home offices. Interns may also be assigned to other positions.

Interns will perform environmental protection specialist work in a program area (air, water, hazardous waste, toxic substances, etc.), a functional area (enforcement, compliance, administration, technical assistance, permitting, etc.), or a cross-media effort (environmental justice, community-based environmental protection, etc.). Typical assignments may include any one or more of the following activities in support of EPA programs, depending on the location and function of the organizational unit in which placed:

Program Planning - accomplishes planning and other related staff work involved in the development of new or revised rules, regulations, standards, policies, or practices for EPA programs.

Program Evaluation - reviews and evaluates the work of EPA Headquarters, Regional Offices and other Federal agencies to determine the quality and effectiveness of EPA activities.

Program Analysis - analyzes current or projected EPA operating programs to evaluate their actual or potential effectiveness in achieving Agency objectives.

Program Development - prepares issuances or other related guidelines, or standards to be used by or applied at the Regional or Agency-wide levels.

Program Administration - performs day-to-day staff operations such as developing and interpreting rules, regulations, policies, and standards.

Program Coordination - coordinates EPA program or project matters with other Federal and non-Federal agencies, EPA Headquarters and field offices, etc., by means of attending hearings, meetings, and conferences; representing the Agency on inter - and intra - agency committees, and conducting workshops.

Program Forecasting - determine the effect on EPA of proposed Agency program requirements.

Permitting - performs work related to the issuance of

environmental discharge/limitation permits (e.g., National Pollutant Discharge Elimination System, Resource Conservation and Recovery Act, Clean Air Act, etc.) and/or the oversight of state and industry pollution control/pollution prevention programs. Provides support to defend challenges to permits. For states with delegated authority to issue permits, participates in the development of state permit issuance strategies and work plans. Provides liaison and consultation with state(s) and EPA headquarters regarding implementation issues and development of regulations, policies and guidance.

Special Studies - conducts special studies in areas where little knowledge has been assembled and keeps abreast of major initiatives to key EPA issues both within and outside the Agency.

QUALIFICATION REQUIREMENTS: At least 1 year (12 months) of full-time specialized experience, equivalent to the GS-05 grade level in the Federal government, or the equivalent by the date of application, which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of these positions. This is experience in progressively responsible positions requiring the knowledge and abilities to make determinations regarding environmental problems, plans, and programs. Specialized experience may have been gained through experience in assisting in staff analysis, program planning, or program administration work concerned with environmental protection, community planning, public health program activities related to environmental problems, or similar administrative functions; assisting in advisory or research work involving the development of solutions to problems concerning environmental protection, community planning, or environmentally related public health programs; or work involving assisting in the development of pertinent factual information concerning environmental pollution through the use of on-site inspection techniques, the analysis of the results, and the development of conclusions and recommendations regarding enforcement of regulations as a result of infractions.

NOTE: Part-time work is prorated in crediting experience (e.g., if you work 20 hours per week for a 12-month period you will be credited with 6 months of experience).

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: If qualifying based on education, you must submit with your application a copy of your college transcripts or list of college courses. Foreign education must be evaluated by a private professional organization specializing in interpretation of foreign education credentials or an accredited U.S. educational institution in terms of equivalency to a degree acquired at an American college or university. You must submit evidence that any education completed in a foreign institution is equivalent to U. S.

educational standards and that you have the required knowledge, skills, or abilities for this position.

Applicants may qualify based on one of the following:

- **Graduate Education** - At least one full year of graduate education in an accredited college or university in a field that provided the knowledge, skills, and abilities necessary to do the work. Such fields include public administration, political science, sociology, community planning, economics, environmental studies, geography, or other fields directly related to the duties of these positions. (Note: One year of graduate education is considered to be the number of credit hours that the school attended has determined to represent that amount of graduate study. If information cannot be obtained from the school attended, 18 semester hours will satisfy the one full year of graduate requirement.
- **Class Standing** - Qualify based on graduating in the upper 1/3 of your graduating class or major university subdivision, you must provide official documentation from your college or university with your application. Major university subdivision is defined as a college/school within your university (e.g. College/School of Arts and Sciences). Documentation will be accepted if it comes from the Dean of your College or from the Registrar's Office. Documentation from a Department Chairperson will also be accepted if the Chairperson verifies your standing within the College, not just within the Department or major course of study.
- **Grade-Point Average (GPA)** - Qualify based on GPA of:
 - 3.0 or higher out of a possible 4.0 based on 4 years of education, or as computed based on courses completed during the final 2 years of the curriculum; or
 - 3.5 or higher out of a possible 4.0 based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum. Note: Grade-point averages are to be rounded to one decimal place. For example, 2.95 will be rounded to 3.0, and 2.94 will be rounded to 2.9. You cannot claim credit based on your overall GPA if more than 10 percent of your total credit is based on pass/fail or similar systems rather than on traditional grading systems. However, if you can document that only your freshman-year courses (25 percent or less of your total credit) are credited on a pass/fail or similar system, you can use your overall GPA. As part of your application package, you must provide official documentation from your college or university.

- **Membership In a National Scholastic Honor Society** - Qualify based on election to membership in a national scholastic honor society listed in the Association of College Honor Societies: Booklet of Information and/or Baird's Manual of American College Fraternities. Note: Membership in a freshman honor society cannot be used to meet the requirements for these positions.

Combination of Education and Experience: Experience and education can be combined to meet the basic qualification requirements. To combine education and experience, convert each to a percentage and then add the percentages. If your education is currently described in quarter hours, convert the quarter hours into semester hours by multiplying the quarter hours by the fraction $\frac{2}{3}$ rd. For undergraduate education, divide the number of semester hours by 120. For graduate education, divide the number of graduate semester hours by 18 or the number your school uses to represent one year of full-time study. To determine the percentage of qualifying experience, divide the total number of months of acceptable experience (see definition of specialized experience under additional qualification requirements below), by 12 months. Finally, add your percentages of education and experience. The two percentages must total at least 100%.

OTHER INFORMATION:

You must be a United States citizen to apply.

To be eligible for Federal employment, male applicants born after December 31, 1959, must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

BASIS FOR RATING: Ratings will be based on responses to the occupational questions in this document. Please follow all instructions carefully. Errors or omissions may affect your score. Experience or education which cannot be verified in the application/resume may result in no further consideration. If a determination is made that you have rated yourself higher than is apparent in your description of experience and/or education OR that your application is incomplete, your application will receive no further consideration for this announcement.

IMPORTANT INFORMATION FOR SURPLUS OR DISPLACED FEDERAL EMPLOYEES:

Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. CTAP or ICTAP eligibles will be considered well-qualified if they attain a rating of 85.0 or above, not including veteran's preference.

Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for

CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

HOW TO APPLY:

- **APPLICATION MATERIALS MUST BE POSTMARKED BY THE CLOSING DATE. FAILURE TO PROVIDE COMPLETE INFORMATION MAY RESULT IN YOUR NOT RECEIVING CONSIDERATION FOR THIS POSITION.** Your application materials will not be returned. Do not submit original documents that you may need in the future.
- **You must submit a separate, complete application package for each geographic location for which you are applying.** Each package you submit must identify a specific duty location and has your original signature. The Form C needs only to be completed once. Determinations of eligibility will only be based on the information you supply in your application and Form C. Multiple application packages may be sent in the same envelope. Packages missing any of the materials listed below will not be considered.

STEP ONE - To ensure immediate employment consideration, respond to the questions outlined below by completing the form on the USAJOBS web site.

To apply on the USAJOBS web site:

1. Connect to the USAJOBS web site at <http://www.usajobs.opm.gov>
2. Click on On-line Application from the USAJOBS logo or the text line below the logo
3. Scroll down the on-line application screen until the "Enter Vacancy ID" box appears
4. Enter Vacancy ID FS109876 and click on "Submit" to begin the on-line application
5. Enter Vacancy ID Number FS109876 in the first block
6. Follow the instructions below for the rest of the items

When you have completed the on-line application, mail your resume(s)/application(s) and other supporting documentation, if any, to the following address. Please include a note which indicates that you responded to the application questions on the USAJOBS web site.

U.S. Office of Personnel Management
ATTN: ENVIRONMENTAL PROTECTION SPECIALIST, FS109876 DEA
SAN FRANCISCO SERVICE CENTER
120 HOWARD STREET, ROOM 735
SAN FRANCISCO, CA 94105

NOTE: Do not mail your Form C to this address. Use the Macon

address below if you are using this form.

You may also file by phone by dialing **1-478-757-3135** (long distance charges may apply).

To apply by phone:

1. Dial **1-478-757-3135**
2. Listen and follow the instructions
3. Enter Vacancy ID 21109876
4. Enter your Social Security Number
5. Follow the instructions below for the rest of the items
6. Use standard responses: For yes, press 1. For no, press 2. To skip an item, press the # key.

When you have completed the phone application, mail your resume(s)/application(s) and other supporting documentation, if any, to the above address. Please include a note which indicates that you responded to the application questions via the phone.

You may also complete a Qualifications and Availability Form C (OPM Form 1203-FX) and mail the form to the following address.

US Office of Personnel Management
Technology Support Center
ATTN: USA STAFFING 4685 Log Cabin Drive
Macon, GA 31204-6317

To apply by Form C (OPM Form 1203-FX):

1. Complete and mail the Form C (OPM Form 1203-FX) attached to this announcement

If a Form C (OPM Form 1203-FX) is not attached to this announcement, you can print the form from any USAJOBS touch screen system or request the Form C by Phone.

2. Call USAJOBS by phone at 1-478-757-3000
3. After the introductory message, press 1 to begin
4. At the main menu, select 3 to request forms and 1 to begin recording
5. At the prompt, ask for Form C (OPM Form 1203-FX)
6. At the next prompt, record your name and address

Your resume(s)/application(s) and other supporting documentation, if any, must be mailed to the San Francisco address. Please include a note which indicates that you responded to the application questions by sending your Form C to Macon.

Instructions for all application methods:

You must provide your social security number and the vacancy identification number (FS109876) on ALL 6 pages of the Form C.

Failure to do so will result in your application receiving no further consideration.

You may omit any optional information; however, you must provide responses to all required questions. Be sure to double check your application before submission.

Vacancy Identification

The Vacancy Identification Number is FS109876

Biographic Data/E-Mail Address

All biographic information is required including your name and address. Your e-mail address is optional.

Work Information

Work address information is optional.

Employment Availability

Please indicate your availability for full time, part time, and temporary employment. Also indicate your availability for travel. You may omit the other employment questions.

Citizenship

A response to the citizenship question is required.

Background and Other Information (Form C, items 7 and 8)

You may omit the question concerning background information (item 7).

- A. Gender - This information is collected for statistical purposes only. Darken the oval corresponding to your gender, Male or Female.
- B. Date of birth is optional.

Languages (Form C, item 9)

Select from the list below up to 3 languages in which you are proficient. Enter the 2-digit code(s) corresponding to the language in each box.

- 01 = Any African Language
- 02 = Any Native American Language (Aleut, Navajo, etc.)
- 03 = Any Classical Language
- 04 = Asian/Near East Languages
- 05 = Asian/Far East Languages (Other than Chinese)
- 06 = Chinese
- 07 = French
- 08 = German
- 09 = Russian
- 10 = Sign Language
- 11 = Spanish
- 12 = Other European Languages
- 13 = Other Languages

Languages

Please leave blank.

Lowest Grade

Enter 07. A response to this question is required.

Miscellaneous information, special knowledges, or test location

Please leave blank.

Veterans' Preference Claim

Enter your claim for Veterans' Preference. A response to this question is required. If you have military experience, be sure to include your dates of active duty military service.

Availability Date

You may omit availability date if you can begin work immediately; otherwise, provide the date you will be available for employment.

Service Computation Date

Please leave blank.

Other Date Information

All other date information is optional.

Job Preference

Please leave blank.

Occupational Specialties

Please enter 001 for occupational specialty.

Geographic Availability

Please use the following to enter the geographic codes for which you wish employment consideration:

0038 ATLANTA, GA - 1 vacancies
0121 CHICAGO METRO AREA, IL - 1 vacancies
0343 DENVER, CO - 1 vacancies
0417 DALLAS, TX - 1 vacancies
0501 BOSTON METRO AREA, MA - 1 vacancies
0516 NEW YORK CITY, NY - 1 vacancies
0533 PHILADELPHIA METRO AREA, PA - 1 vacancies
0576 SAN FRANCISCO COUNTY, CA - 1 vacancies
0675 WASHINGTON METRO AREA, DC - 10 vacancies
1181 KANSAS CITY, KS - 1 vacancies
1482 SEATTLE, WA - 1 vacancies

Career Transition Assistance Plan

Indicate if you are requesting consideration for either the Career Transition Assistance Plan (CTAP) or the Interagency Career Transition Assistance Plan (ICTAP).

Job Related Experience

Please leave blank.

Personal Background Information (Form C, item 24)

!!!EXAMPLE ONLY!!!

APPLICANT RACE AND NATIONAL ORIGIN

The United States District Court for the District of Columbia, in a decree approved in a lawsuit entitled Luevano v. Lachance, Civil Action no. 79-0271, has ordered that Federal Government agencies provide data on the race and national origin of applicants for certain Federal occupations. The position for which you are applying is in one of those occupations.

The collection of this information is authorized for use by the Office of Personnel Management only for the purposes of complying with the requirements of the Luevano v. Lachance Decree. The data you supply will be used for statistical analysis pursuant to the requirements of the lawsuit, and will not be shared with employing agencies. You are requested to complete the following, however, submission of this information is voluntary. Your failure to do so will have no effect on the processing of your application for Federal employment.

The categories below provide descriptions of race and national origins. Select the category with which you identify yourself. If you are of mixed race and/or national origin, select the category with which you most closely identify yourself. **Please select only one by shading in the circle next to the number corresponding to the category.**

- 1 = American Indian or Alaskan Native - A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation.
- 2 = Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. For example, this area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.
- 3 = Black, not of Hispanic origin - A person having origins in any of the black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.
- 4 = Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. This does not include persons of Portuguese culture or origin.
- 5 = White, not of Hispanic origin - A person having origins in any of the original peoples of Europe, North America, or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

6 = A person not included in another category.

PRIMARY GEOGRAPHIC ZONE

Select the Zone which includes your first choice for location of employment. This designation is for statistical use only and will not affect your actual consideration for employment. Your geographic area of consideration will be determined by your entries in Section 21, GEOGRAPHIC AVAILABILITY. Please select only one and darken the appropriate circle next to the number corresponding to your selection.

- 7 = ATLANTA ZONE includes Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia.
- 8 = CHICAGO ZONE includes Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, West Virginia, and Wisconsin.
- 9 = DALLAS ZONE includes Arizona, Arkansas, Colorado, Louisiana, Montana, New Mexico, Oklahoma, Texas, Utah, and Wyoming.
- 10 = PHILADELPHIA ZONE includes Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont.
- 11 = SAN FRANCISCO ZONE includes California, Idaho, Nevada, Oregon, and Washington.
- 12 = ALASKA ZONE includes the State of Alaska.
- 13 = CARIBBEAN ZONE includes Puerto Rico and the Virgin Islands.
- 14 = HAWAII ZONE includes the State of Hawaii and Pacific overseas area.
- 15 = WASHINGTON, DC, ZONE - Washington, DC, metropolitan area (Charles, Montgomery, and Prince George's Counties in Maryland; Arlington, Fairfax, Prince William, King George, Stafford, and Loudon Counties and Falls Church, Alexandria, and Fairfax cities in Virginia) and Atlantic overseas area (African, European, Middle Eastern, and Central and South American countries.)

Occupational Questions (Form C, item 25)

Respond to questions 1 through 156. Mark only one response for each question.

EDUCATIONAL BACKGROUND AND WORK EXPERIENCE

This section asks you to describe your educational background, your work, and other experiences in specific factors which relate to job performance. ALL QUESTIONS MUST BE ANSWERED. Record your

answers in Section 25.

- 1) From the descriptions below, select the letter that describes the education or experience you have that demonstrates your ability to perform GS-5, Environmental Protection Specialist work. If your highest level of education is not described below, choose the letter that describes experience or lower level education that you do have. Mark only 1 response.
- A) Please fill in "A" for this question.
- 2) From the descriptions below, select the letter that describes the education or experience you have that demonstrates your ability to perform GS-7, Environmental Protection Specialist work. If your highest level of education is not described below, choose the letter that describes experience or lower level education that you do have. Mark only 1 response.
- A) I have a bachelor's degree and superior academic achievement. (Refer to the instructions for information on the Superior Academic Achievement provision, page 2.)
- B) I have one full year of graduate level study, or I possess a master's or higher degree, e.g., Ph.D., in a field that provided the knowledge, skills and abilities to do the work of the position. Such fields include public administration, political science, sociology, community planning, economics, environmental studies, geography, or other fields directly related to the duties of these positions. (Note: One year of graduate education is considered to be the number of credit hours that the school attended has determined to represent that amount of graduate study. If information cannot be obtained from the school attended, 18 semester hours will satisfy the one full year of graduate requirement.
- C) I have one year of experience assisting in staff analysis, program planning, or program administration work concerned with environmental protection, community planning, public health program activities related to environmental problems, or similar administrative functions; assisting in advisory or research work involving the development of solutions to problems concerning environmental protection, community planning, or environmentally related public health programs; or work involving assisting in the development of pertinent factual information concerning environmental pollution through the use of on-site inspection techniques, the analysis of the results, and the development of conclusions and recommendations regarding enforcement of regulations as a result of infractions.

- THIS IS A 2001 EPA INTERN PROGRAM ACWA APPLICATION
- APRIL 8-26, 2002
- D) I have one year of experience in recording information, searching for and extracting information from files, documents, reports, publications, recordings, or other materials, and circulating and retrieving files or other material involving biological or geographic data or information.
- E) I have less than the full amount of graduate education described in "B" and less than the amount of experience described in "C," but I have a combination of the type of graduate education described in "B" and the type of experience described in "C." (Refer to the instructions on how to combine education and experience on page 3 of this announcement.)
- F) My education and/or experience is not reflected in any of the above statements.
- 3) Please fill in "A" for this question.
A) A
- 4) Please fill in "A" for this question.
A) A
- 5) Please fill in "A" for this question.
A) A
- 6) The following questions ask you to describe your educational background, your work, and other experiences in specific areas which relate to successful job performance.

You are to choose one answer to each question from among the alternatives presented. Then, record your answers in Section 25 on Form C beginning at (Item 6). Do not mark more than one answer for each question. Multiple answers will not be counted. Do not omit answers unless instructed to do so. Other omissions may decrease your score.

During high school (grades 9 - 12), I made the semester honor roll:

- A) never
B) once or twice
C) three or four times
D) five or six times
E) seven or eight times
- 7) The high school grade I most often received was:
A) A
B) B
C) C
D) D or lower
E) I do not remember

- 8) IF YOU DID NOT ATTEND COLLEGE, PLEASE SKIP TO ITEM 9
The college grade I most often received was:
A) A
B) B
C) C
D) D or lower
E) I do not remember
- 9) In the past three years the number of different paying jobs I have held for more than two weeks is:
A) 7 or more
B) 5 - 6
C) 3 - 4
D) 1 - 2
E) none
- 10) I have been employed in work similar to that of the job covered by this examination:
A) never employed in a similar job
B) less than 1 year
C) 1 - 2 years
D) 3 - 4 years
E) over 5 years
- 11) In the past three years, my primary work experience has been in:
A) professional or administrative occupations
B) clerical or sales occupations
C) service occupations
D) trades or labor occupations
E) not employed in the past three years
- 12) On my present or most recent job, my supervisor rated me as:
A) outstanding
B) above average
C) average
D) below average
E) not employed or received no rating
- 13) In the past three years the number of jobs I have been fired from is:
A) 5 or more
B) 3 to 4
C) 2
D) 1
E) none
- 14) The number of civic or social organizations (which have regular meetings and a defined membership) that I belong to is:
A) none
B) 1
C) 2 or 3
D) 4 to 6

E) 7 or more

- 15) In organizations to which I belong, my participation is best described as:
- A) do not belong to any organizations
 - B) not very active
 - C) a regular member but not an office holder
 - D) have held at least one important office
 - E) have held several important offices
- 16) My previous supervisors (or teachers if not previously employed) would most likely describe my basic math skills as:
- A) superior
 - B) above average
 - C) average
 - D) below average
 - E) do not know

ACCOMPLISHMENTS

In this part you will respond to questions about experiences you have had that are related to the requirements of the job for which you are applying. Please answer YES or NO to each question. Begin marking your responses to the items for this part in Section 25 on Form C beginning at Item 17. Fill in "A" for YES or "B" for NO.

Answer all questions to the best of your ability. Do not answer YES unless you can provide specific examples or documentation as proof that you have had this type of experience. You may be asked to provide such evidence or documentation at a later stage in the selection process.

Your responses are subject to verification through background checks, job interviews, or any other information obtained during the application process. Any exaggeration of your experience or any attempt to conceal information can result in your being removed from a Federal job and in barring you from seeking Federal employment in the future.

Use the following guidelines to answer these questions:

- (1) Many questions refer to "work" experiences. The word "work" refers to all experiences gained through school, paid employment, military service, voluntary work, and through activities done for professional, charitable, church, community, social, or other organizations, unless otherwise stated.
- (2) Some questions ask for experience in a specific type of setting. For example, if the question says "Have you done paid work that involved..." then only respond YES if your experience was gained in a paid job.

- !!!EXAMPLE ONLY!!!
- (3) Do not include personal or home-related experiences unless the question specifically mentions them.
- (4) Some questions ask about customers or clients. Customers or clients include any individuals who used or received the products or services that you provided, including individuals inside or outside of your organization. Keep in mind that you may have worked with customers or clients in a variety of settings including those listed in guideline #1 above.
- (5) Some questions ask you if you received a grade of B or above on schoolwork. If you were not graded on an A, B, C, D, F scale, use the equivalent of a B or above, that is, an above average grade, on the type of scale on which you were graded.

Remember to fill in "A" for YES or "B" for NO.

- A) YES
B) NO

- 17) Have you successfully done work where your primary responsibility was to help others work out their problems (for example, worked as a therapist)?
- 18) Have you successfully taught a writing course or worked as a professional journalist, editor, or writer?
- 19) Have you successfully taught a course that focused on interpersonal skills (for example, customer relations, counseling, etc.)?
- 20) Have you worked on several major assignments or projects at the same time with minimal supervision and completed the work on time or ahead of schedule?
- 21) Have you written a play, script, or novel that was sold, published, or produced?
- 22) Have you successfully done work where one of your primary responsibilities was to solve customer problems (for example, provided support services for customers with software problems)?
- 23) Have you successfully done work that required extensive on-the-job training?
- 24) Have you successfully dealt with a disruption to regular operations in a way that allowed for completion of the work or continuation of a noncritical service?
- 25) Have you owned and successfully managed your own profit-making business?

- 26) Have you received formal recognition for your oral communication skills (for example, received certification from Toastmasters International, won a speech contest or debate tournament, etc.)?
- 27) Have you formally taught, instructed, or trained others in educational or occupational settings and received favorable feedback about your ability to do so?
- 28) Have you successfully done work that required you to interact with people at many levels in an organization?
- 29) Have you successfully done work that required you to identify what a customer or client needs?
- 30) Have you successfully solved problems that occurred because of a critical emergency or a disruption of a life-saving operation, with very few resources or guidelines (for example, solved problems related to a natural disaster, a power outage in a hospital, etc.)?
- 31) Have you successfully done work, not including computer applications classes, that regularly involved using statistical software programs to analyze data?
- 32) Have you successfully completed a highly structured, formal training program, not including an apprenticeship for a trade or craft, that required you to learn a complex body of information (for example, training for jobs in insurance, law enforcement, real estate, etc.)?
- 33) Have you successfully remained friendly and polite while briefly interacting with many different clients or customers (for example, worked as a receptionist, bank teller, cashier, waiter/waitress, sales clerk, etc.)?
- 34) Have you taken the initiative to learn new skills or acquire additional knowledge that improved your performance at work or school, or in leisure activities?
- 35) Have you often been asked to proofread or edit the writing of others for content, punctuation, spelling, and grammar?
- 36) Have you successfully taught a computer programming or software applications course?
- 37) Have you written procedures or instructions that others have followed successfully (for example, instruction manuals, survey instructions, training materials, etc.)?
- 38) Have you participated in training classes, workshops, or seminars outside of school that helped you improve your self-management skills (for example, time management, goal

setting, career development, etc.)?

- 39) Is your highest level of formal education a bachelor's degree or higher? (Answer YES to this question if you anticipate receiving a bachelor's degree within the next 9 months.)
- 40) Have you successfully done work that regularly involved informally providing oral explanations of technical information or other complex information, such as regulations, policies, or procedures?
- 41) Have you successfully done paid work that regularly involved troubleshooting and resolving problems with equipment or systems (for example, appliances, vehicles, machinery, computer or electrical systems, etc.)?
- 42) Have you received a grade of B or above in school courses, taken since high school, with a strong emphasis on interpersonal skills (for example, customer relations, counseling, etc.)?
- 43) Have you submitted articles or similar types of written work that were published in a local newspaper, nationally distributed newsletter, or similar type of publication?
- 44) Have you effectively served on a problem-solving, planning, or goal-setting committee or team?
- 45) Have you written articles or similar types of work that have been included in a school newspaper, community newsletter, or similar type of publication?
- 46) Have you successfully done work where your primary responsibility was to handle customers' problems or complaints, or where you were required to deal with customer complaints that could not be resolved by lower level employees?
- 47) Have you received favorable feedback about your ability to provide oral instructions or on-the-job training to others, or about your ability to instruct or coach others in athletic, leisure, or community activities?
- 48) Have you successfully done work that regularly involved conducting quality checks or following up with customers or clients to ensure satisfaction with a product or service?
- 49) Have you successfully done work that regularly involved being on duty by yourself, or completing nonroutine assignments with minimal or no close supervision?
- 50) Have you earned a degree in an area of study related to oral communication (for example, speech communication, broadcast

journalism, etc.)? (Answer YES to this question if you anticipate receiving this degree within the next 9 months.)

- 51) Have you successfully done work that regularly involved determining appropriate products or services for customers or clients?
- 52) Have you successfully created computerized databases to organize information?
- 53) Do you regularly monitor your progress toward achieving your career goals (for example, by initiating discussions about your career goals with your supervisor, employee counselor, mentor, etc.)?
- 54) Have you successfully provided quality service to many different customers or clients with whom you interacted only briefly (for example, worked as a receptionist, bank teller, cashier, waiter/waitress, etc.)?
- 55) Have you done work that involved writing brochures, press releases, or speeches?
- 56) Have you participated in training classes, workshops, or seminars outside of school that helped you improve your teamwork skills?
- 57) Have you received a grade of B or above in school courses, taken since high school, that emphasized problem solving (for example, logic, computer programming, etc.)?
- 58) Have you received formal recognition for your ability to work well with others (for example, received a letter of recommendation or appreciation, an excellent performance appraisal rating, etc.)?
- 59) Have you received a grade of B or above in high school computer classes (for example, classes in word processing, graphics, programming, etc.)?
- 60) Have you successfully done work, not including computer applications classes, that regularly involved using word processing software to create, edit, and format documents or correspondence?
- 61) Have you successfully done work where you had to coordinate vacation schedules, lunch breaks, etc., with other workers?
- 62) Have you successfully owned or managed a business, or done paid work as a contractor or consultant, where business depended on establishing and maintaining good customer relations?
- 63) Have you developed a formal mechanism to learn more about a

problem (for example, developed a survey, conducted interviews or focus groups, etc.)?

- 64) Have you successfully done work that regularly required you to lead or facilitate briefings, meetings, or conferences, or formally present technical or other complex information to others?
- 65) Have you successfully done work that regularly involved composing letters or writing reports containing several short paragraphs, such as investigation reports, accident reports, performance evaluations, etc.?
- 66) Have you successfully done work that regularly involved deciding how to handle disorderly people or situations?
- 67) Have you successfully completed a long-term project outside of work where you were solely responsible for doing the work (for example, completed a thesis, wrote a book that was published, prepared a horse for competition that won a ribbon, restored an antique car, etc.)?
- 68) Have you used study or review techniques that helped you learn material more effectively?
- 69) Have you suggested or made changes to products or procedures that resulted in better meeting customer needs?
- 70) Have you identified and solved a problem with a procedure, product, or service that benefited the organization (for example, saved the organization time or money, increased sales, reduced errors, etc.)?
- 71) Have you successfully taught self-management skills (for example, time management, goal setting, career development, etc.)?
- 72) Have you successfully done work, not including computer programming classes, that regularly involved writing or debugging computer programs?
- 73) Have you successfully done work that involved writing technical or legal reports, or translating technical or other complex material into language that was more easily understood?
- 74) Have you successfully done work that involved making personnel decisions (for example, who to hire, promote, or discipline) or deciding how to allocate equipment, materials, staff, etc.?
- 75) Have you successfully determined space layouts or assignments for equipment, furniture, displays, etc.?

- 76) Have you participated in training classes, workshops, or seminars outside of school that improved your performance at work?
- 77) Have you received a grade of B or above on oral presentations made for school courses, taken since high school, that did not focus on oral communication skills (for example, history, sociology, etc.), or for any oral presentations made for high school?
- 78) Have you made presentations where you successfully persuaded someone to do something (for example, support a project, accept your recommendations, purchase a product or service, etc.)?
- 79) Have you worked on a team that produced measurable improvements (for example, an increase in production, quality, customer satisfaction, or a decrease in costs, number of injuries, complaints, etc.)?
- 80) Have you successfully completed a complex research project that included collecting and analyzing information, and reporting conclusions or recommendations?
- 81) In college, did you have an overall undergraduate grade point average of 3.0 or higher on a 4.0 scale, belong to an honor society, or graduate with honors? (Answer NO to this question if you did not attend college.)
- 82) Have you successfully done work that often required you to accommodate last minute requests from customers or clients or to provide quality service in situations where timeliness is critical (for example, worked as a courier or travel agent, worked in newspaper publishing, etc.)?
- 83) Have you successfully provided quality service to people with special needs or problems (for example, worked in a hospital, halfway house, special education program, etc.)?
- 84) Have you participated in training classes, workshops, or seminars outside of school that helped you improve your customer service skills?
- 85) Since high school, have you received a grade of B or above in oral communication classes (for example, speech, public speaking, theater, etc.) or participated in activities that improved your oral communication skills (for example, training classes, workshops, seminars, debate team, speech club, etc.)?
- 86) Have you learned a hobby or leisure activity well enough that others have paid you to do it?
- 87) Have you successfully done work that regularly involved

discussing sensitive information with others, or interviewing or surveying people, either in person or by telephone, to gather information they were reluctant to give?

- 88) Have you broken a sales record or a similar record, regularly exceeded quotas or similar productivity standards, or received formal recognition for doing work that surpassed what was expected (for example, received a certificate of appreciation, bonus, etc.)?
- 89) Have you successfully done work that regularly involved interacting with customers, clients, co-workers, or supervisors who were especially difficult to get along with?
- 90) Have you successfully developed an automated system that improved accuracy, efficiency, or productivity?
- 91) Have you successfully done work that regularly involved relaying messages to co-workers, or providing information or giving simple instructions to customers or the public, either in person or by telephone (for example, worked as a receptionist, dispatcher, etc.)?
- 92) Have you successfully done work that regularly involved answering questions, gathering nonsensitive information, or providing assistance to others, either in person or by telephone?
- 93) Have you successfully done work that regularly involved using computer software to run a payroll, accounting, or inventory system, or to record or track other quantitative information?
- 94) Have you successfully remained polite and tactful while doing work where one of your primary responsibilities was to handle customer problems or complaints (for example, worked as a customer service representative)?
- 95) Have you effectively worked on a team that was quickly established to function in a crisis situation (for example, worked on a search and rescue mission)?
- 96) Have you designed or developed something, on your own initiative, to help you or other employees better complete assignments (for example, designed a training manual)?
- 97) Have you received a grade of B or above on a class project that required working in a group?
- 98) Have you performed home repairs that involved determining the specific problem, determining how to make the repair, and successfully completing the repair (for example, fixed a leaking faucet, re-shingled a roof, etc.)?

- 99) Have you been requested to take on additional responsibilities because of your ability to manage your own work effectively?
- 100) Have you successfully done work that regularly involved interacting with people, other than your co-workers, from a foreign country or from different ethnic or cultural backgrounds?
- 101) Have you successfully written reports that presented facts, findings, logical conclusions, and persuasive arguments (for example, wrote a thesis, briefing papers, policy papers, complex research papers, etc.)?
- 102) Have you participated in training classes, workshops, or seminars outside of school that helped you improve your computer skills?
- 103) Have you successfully done work that regularly involved verifying the accuracy of information or the relevance of information to a problem or a situation (for example, investigative work)?
- 104) Have you successfully done work that only occasionally involved helping others work out their problems (for example, worked as a resident advisor in a dorm, camp counselor, etc.)?
- 105) Have you successfully learned a hobby or leisure activity requiring extensive study or use of complex directions (for example, constructing stereo or computer systems, building a car, making stained glass objects, etc.)?
- 106) Have you successfully completed a large-scale project (lasting several months or longer) on or ahead of schedule with minimal supervision?
- 107) Have you successfully done work that frequently required you to present nontechnical information at briefings, meetings, conferences, or hearings?
- 108) Have you successfully done work that regularly involved installing or configuring software on stand-alone PCs or network systems?
- 109) Have you taught yourself skills that improved your performance in school or at work (for example, taught yourself typing, computer skills, a foreign language, etc.)?
- 110) Have you successfully done work, not including computer applications classes, that regularly involved using desktop publishing software to develop page layouts, create illustrations, etc.?

- 111) Have you successfully worked on a team that included individuals from different occupations or diverse backgrounds?
- 112) Have you successfully done work that regularly involved manipulating data in a computer database (for example, importing, exporting, merging, updating, sorting data, etc.)?
- 113) Have you learned a hobby or leisure activity well enough that you have been asked to do it for others on a voluntary basis?
- 114) Have you successfully reviewed and evaluated forms, applications, documents, or other information, not including contract proposals or bids, to make determinations (for example, to determine approval or denial of loans, eligibility for claims, etc.)?
- 115) Have you effectively participated as a member of an extracurricular school team or community team (for example, sports, cheerleading, debate, theater, neighborhood watch, etc.)?
- 116) Have you successfully done work where your primary responsibility involved interacting with current or potential customers or clients for the purpose of selling a product or service?
- 117) Have you successfully done work where your supervisor regularly relied on you to make decisions while he or she was in meetings or out of the office?
- 118) Have you successfully done work where trust and cooperation were a matter of life and death (for example, firefighting, combat duty, law enforcement, rescue work, etc.)?
- 119) Have you received favorable feedback for oral presentations you have given to management or other officials, or to the public (for example, for speaking at religious services, performing in theatrical productions, etc.)?
- 120) Do you have a professional license or certificate issued by a state or other official or professional licensing board indicating your mastery of a specialized body of knowledge (for example, cosmetology, real estate, certified public accounting, etc.)?
- 121) Have you successfully done work where you regularly completed routine work assignments with minimal supervision?
- 122) Have you successfully completed a small-scale project (lasting several days or weeks) on or ahead of schedule with

minimal supervision?

- 123) Is your highest level of formal education some college, but no bachelor's degree, or completion of technical, trade, or business school training? (Answer NO to this question if you anticipate receiving a bachelor's degree within the next 9 months.)
- 124) Have you successfully done work that regularly required you to make quick decisions where the consequences were critical (for example, worked as a 911 operator, on an ambulance squad, etc.)?
- 125) Have you successfully done work in a setting where the fast pace required employees to assist each other to ensure that quality service or products were provided (for example, worked on an assembly line, in a fast-food restaurant, etc.)?
- 126) Have you successfully completed an apprenticeship in a trade or craft?
- 127) Have you successfully taught team-building skills in training classes, workshops, or seminars?
- 128) Have you submitted articles or similar types of written work that were published in a professional, trade, or scholarly journal or in a nationally recognized newspaper or magazine?
- 129) Since high school, have you received a grade of B or above in writing courses (for example, composition, creative writing, journalism, etc.) or on essays, reports, or term papers written for school courses that were not focused on writing skills (for example, history, geography, psychology, etc.)?
- 130) Have you successfully worked closely with a client over an extended period of time to complete a project or resolve a problem?
- 131) Have you successfully done work that regularly involved interacting with or counseling people with special needs or problems (for example, hospital patients, psychiatric patients, prisoners, people who are elderly or disabled, etc.)?
- 132) Have you served on a decision-making board or committee (for example, student governing board, planning board, homeowners' association board, etc.)?
- 133) Have you received a grade of B or above in school-related computer courses taken since high school (for example, courses in word processing, programming, etc.)?

- 134) Have you made decisions that turned an unprofitable business into a profit-making operation?
- 135) Have you received favorable feedback about your interpersonal skills when serving as a leader, instructor, or supervisor for academic, religious, community, sports, leisure, or work activities?
- 136) Have you successfully done work where you played a key role in keeping morale up, fostering team spirit or cooperation, or making a group more productive (for example, worked as a coach, supervisor, campaign manager, pledge trainer for a fraternity or sorority, etc.)?
- 137) Have you received a grade of B or above on essays or reports written for high school classes?
- 138) In high school, did you have an overall grade point average of 3.0 or higher on a 4.0 scale, belong to an honor society, or graduate with honors?
- 139) Have you successfully done work that involved deciding which supplies, equipment, or merchandise to purchase for a group or organization?
- 140) Have you successfully done work, not including computer applications classes, that regularly involved using graphics software to create and edit charts, tables, or graphs?
- 141) Have you received formal recognition for your written work (for example, received an award, letter of commendation, excellent performance appraisal rating, etc.)?
- 142) Have you received formal recognition for solving a work-related problem (for example, received an award, a letter of commendation, etc.)?
- 143) Have you received formal recognition for providing good service to customers or clients (for example, received an award, a letter of commendation, an excellent performance appraisal rating, etc.)?
- 144) Have you successfully done work that regularly involved interacting or coordinating with people outside of your immediate work group (for example, people from other offices, departments, organizations, etc.)?
- 145) Have you successfully remained courteous and tactful while enforcing laws or policies or helping customers, clients, or members of the public who were hostile or upset, not including handling customer complaints (for example, worked in a crisis center, worked as a police officer, parole officer, park ranger, etc.)?

- 146) Have you successfully done work that regularly involved deciding how best to use the strengths of team members (for example, deciding who to assign to various projects, which player to put in each position, etc.)?
- 147) Have you successfully done work that regularly involved listening carefully to others to understand a need, problem, or situation (for example, investigative work, counseling, etc.)?
- 148) Have you received formal recognition (for example, received an award, letter of commendation, etc.) or been given certain assignments because of your ability to work well in a group?
- 149) Have you successfully done work that regularly involved answering questions, demonstrating a product or service, or providing assistance to customers, clients, or the public?
- 150) Have you successfully done work where you were responsible for determining appropriate treatment or rehabilitation programs (for example, worked as a probation/parole officer, social worker, counselor, etc.)?
- 151) Have you successfully provided good customer service while constantly working under difficult time constraints (for example, worked in a fast-food restaurant, worked as a stockbroker, etc.)?
- 152) Have you successfully done work that required you to live with others 24 hours a day while working with them toward a common goal (for example, completed a tour of duty on a submarine, worked on a wilderness trail-building team or scientific expedition, etc.)?
- 153) Have you successfully done work that involved reviewing various contract proposals or contract bids to determine which one to select?
- 154) Have you successfully done work that regularly involved making decisions about disclosure of sensitive or confidential information?
- 155) Have you devised a strategy to overcome a major setback that successfully enabled you to complete a project on time or within budget?
- 156) Have you successfully done work that only occasionally required you to present information at briefings, meetings, conferences, or hearings?

STEP TWO - Submit a resume, Optional Application for Federal Employment (OF-612), or other written application format of your

choice. Be sure you provide all of the information requested below:

Job Information:

- Vacancy Identification Number, title and grade(s) for which you are applying.

Personal Information:

- Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).
- Social Security Number. Giving your Social Security Number is voluntary. However, we cannot process your application without it.
- Country of Citizenship.
- If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

Education:

- High School name, city, state and zip code, date of diploma or GED.
- Colleges and/or Universities attended, city, state and zip code.
- Major field(s) of study.
- Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience for each paid or non-paid position held related to the job for which you are applying (do not provide copies of job descriptions):

- Job title.
- Duties and accomplishments.
- Number of hours per week.
- Employer's name and address.
- Supervisor's name and phone number.
- Starting and ending dates of employment (month and year).
- Salary.
- Indicate if your current supervisor may be contacted.

Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)
- Job-related certificates and licenses.
- Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Do not send copies of documents unless specifically requested.

STEP THREE - Submit other application materials, as necessary.

- If you are using education to qualify, submit copies of college transcripts or a list of college courses taken

that identify for each course the college or university, semester or quarter hours earned, grade and grade-point received.

- Notate your application and include the required documentation if you are applying and eligible for a non-competitive appointment such as Thirty Percent or More Disabled Veteran Appointment, Veterans Readjustment Appointment (VRA), Severely Physically Handicapped Schedule A Appointment, or Former Peace Corps Appointment.
- If you are applying for Veteran Preference, submit evidence of eligibility, such as: DD-214, Certificate of Release or Discharge from Active Duty, or Standard Form 15, Application for 10-Point Veteran Preference, and the proof requested on the form.

• The Defense Authorization Act of November 18, 1997, grants preference to anyone who was released from the service under honorable conditions and served a minimum of 2 years on active duty, any part of which occurred during the Gulf War (from August 2, 1990, through January 2, 1992, regardless of where the person served or for how long [a Reservist must have served the full period for which called to active duty]). The law also authorizes the Armed Forces Expeditionary Medal for service in Bosnia during Operation Joint Endeavor (November 20, 1995 - December 20, 1996) and Operation Joint Guard (December 20, 1996 - to be determined). The Secretary of each military department will decide which members are eligible. The award of the Armed Forces Expeditionary Medal is qualifying for veterans' preference. More information on veterans' preference is provided in OPM's VetGuide available on the Internet at www.opm.gov.

- If you are or have been a Federal employee, please submit a copy of your last Notification of Personnel Action, Form SF-50, and your most recent or last performance appraisal.

ADDITIONAL MATERIAL:

Two (2), one-page essays, typed, single spaced, no smaller than 12-point font on 8 1/2" X 11" white bond paper:

- A one-page essay describing an activity where you used the following skills to benefit an organization/group to which you belong: planning; organization; teamwork; leadership; and written/oral communication.
- A one-page essay on a particular environmental issue that you would like to work on at the Environmental Protection Agency and why this issue is important to you.

Two letters of recommendation, one each, from:

- A professor or advisor who knows your academic work
- Someone who knows your leadership potential or community service involvement
- The attached **EPA Intern Program Interest Form**
- The attached **Geographic Preference Statement**
- The attached **EPA Traveler ID Form**
- The attached **EPA Intern Program Outreach Survey**

ADDRESS FOR SUBMITTING APPLICATION MATERIALS OTHER THAN FORM C:
Application packages may be mailed to the following address. You can speed up the delivery of your application materials by cutting and pasting the address below to your envelope. Use of this label will allow for optical scanning by the U S Postal Service and will expedite delivery of your application materials to this office.

**U S OFFICE OF PERSONNEL MANAGEMENT
SAN FRANCISCO SERVICE CENTER
ATTN: ENVIRONMENTAL PROTECTION SPECIALIST, FS109876 DEA
120 HOWARD STREET, ROOM 735
SAN FRANCISCO, CA 94105**

In accordance with 39 U.S.C. Section 415, applications will not be accepted in a postage paid government envelope.

Federal agencies provide reasonable accommodations to applicants with disabilities. If you need accommodation for any part of the application process, contact this OPM service center. If you need accommodation during the hiring process, contact the hiring agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

2001 EPA INTERN PROGRAM
DATA FORM

!!!EXAMPLE ONLY!!!

Name: _____
(Last) (First) (M.I.)

Address Where You Can Be Reached Between April 2 and July 31, 2001:

(Street & Apt.#, or P.O. Box) (City) (State)
(Zip)

Home Phone: _____ Work Phone: _____

Fax: _____ E-mail: _____

Permanent Contact Address, If Different From Above:

(Street & Apt.#, or P.O. Box) (City) (State) (Zip)

Home Phone: _____ Work Phone: _____

Undergraduate Degree: _____

Major: _____

Undergraduate University and Location: _____

Date of Graduation: _____

Please answer the following:

1. Do you have a cumulative undergraduate GPA of 3.45 or above for **all** undergraduate courses (including transferred courses)? YES NO
GPA: _____

- please compute your GPA if you have transferred courses. Your computation must include **all** courses taken as an undergraduate. Your GPA will be verified prior to a job offer.

2. Did you rank in the top 10% of your graduating class or major university subdivision? YES NO

- A major university subdivision is defined as a college/school within your university (e.g. College/School of Business)
- You must include official documentation from your university. Documentation will be accepted if it comes from the Dean of your College or from the Registrar's Office. Documentation from a Department Chairperson will also be accepted if the Chairperson verifies your standing within the College, not just within the Department or major course of study.

3. Total number of credits taken as an undergraduate student (include transferred credits, CLEP, pass/fail, advanced placement, etc.): _____

4. Total number of credits taken on a pass/fail basis: _____

5. Is the amount of credits in question #4 greater than 10% of the total stated in question #3: YES NO

NOTE: To qualify for consideration as an Outstanding Scholar, applicants must be U.S. citizens; college graduates; and have a cumulative undergraduate grade-point average (GPA) of 3.45 or better on a 4.0 scale for **all** undergraduate course work (including transferred courses); or have graduated in the upper 10 percent of their undergraduate class or major university

subdivision. **Your GPA in your major course of study does not qualify you as an outstanding scholar.** You may apply before graduation, but you must have the GPA or class standing at the time you are offered a job. Applicants must include all of their undergraduate college transcripts, or a complete list of college courses which includes overall grade point average for **all** undergraduate courses.

If you are qualifying based on graduating in the upper 10 percent of your undergraduate class or major university subdivision, you must provide official documentation from your college or university with your application. In addition, you cannot claim credit based on your overall GPA if more than 10 percent of your total credit is based on pass/fail or similar systems rather than on traditional grading systems.

Foreign education must be evaluated by a private professional organization specializing in interpretation of foreign education credentials or an accredited U.S. educational institution in terms of equivalency to a degree acquired at an American college or university. **See Required Qualifications section of the vacancy announcement for complete information.**

List Memberships in National Undergraduate Honor Societies: _____

Graduate Degree: _____ **Graduate Major:** _____

Graduate University and Location: _____

I am interested in the following EPA functional areas or program offices:

____ Administration and Resources Management
____ Air and Radiation
____ Enforcement and Compliance Assurance
____ Chief Financial Officer
____ General Counsel
____ Inspector General
____ International Activities
____ Environmental Information
____ Prevention, Pesticides, & Toxic Substances
____ Research and Development
____ Solid Waste and Emergency Response
____ Water
____ Environmental Justice

Other _____

**EPA INTERN PROGRAM
GEOGRAPHIC PREFERENCE STATEMENT**

Your Geographic Preference Statement will be used to determine the location(s) to which your name will be referred for employment consideration in the Program. **At the conclusion of the selection process, if you decline an offer of employment at a location you've indicated interest in, you may be removed from further consideration.**

You must submit a separate, complete application package for each geographic location for which you are applying. You may submit a copy of your original, complete application package as long as each package you submit identifies a

separate duty location and has your original signature. Each of your application packages must specify a duty location. You will only be considered for the locations for which you are applying. If you do not submit a separate, complete application package for each duty location, your incomplete package(s) will not be considered. **Multiple application packages may be sent in the same envelope.**

NOTE: You are strongly encouraged to apply to all locations you would be willing to consider, since chances for selection improve proportionally with the number of locations chosen. At least one position is located at each EPA Regional Office listed below, and several are located in Washington, D.C.

Please number your first three (3) choices of geographic location(s) where you might wish to work. Also place a check mark to indicate other locations that might be of interest to you.

[#1= first choice, #2 = second choice, #3 = third choice. A check mark indicates that a location is not among your first three choices, but you are willing to consider it.]

- ___ Washington D.C. (EPA Headquarters)
- ___ Boston, MA (Region I)
- ___ New York, NY (Region II)
- ___ Philadelphia, PA (Region III)
- ___ Atlanta, GA (Region IV)
- ___ Chicago, IL (Region V)
- ___ Dallas, TX (Region VI)
- ___ Kansas City, KS (Region VII)
- ___ Denver, CO (Region VIII)
- ___ San Francisco, CA (Region IX)
- ___ Seattle, WA (Region X)
- ___ Willing to Consider Any Area. I have submitted eleven individual packages for all locations listed above.

APRIL 8 - 26, 2002

!!!EXAMPLE ONLY!!!

EPA TRAVELER ID FORM
INVITATIONAL TRAVELER

Please complete this form by filling out your contact information. If you are selected for interviews, your name will be entered into our database system for travel arrangements.

THIS IS A 2001 EPA INTERN
TRAVELER INFORMATION
PROGRAM ACWA

Last Name First Name Middle Initial

Mailing Address

THE 2002 EPA INTERN

City State Zip Code
PROGRAM ACWA

Phone Number E-mail Address

APPLICATION CAN BE FOUND
AT WWW.USAJOBS.OPM.GOV

Submitted by (Signature) APRIL 8 - 26, 2002

EPA INTERN PROGRAM
OUTREACH SURVEY

!!!EXAMPLE ONLY!!!

Please take an extra moment to help us improve our publicity and outreach efforts by telling us how you heard about the EPA Intern Program. Check all that apply.

- ____ Job Fair/Career Conference -- Which one? _____
- ____ Referral from a Professional Organization -- Which one? _____
- ____ Referral from a College/University Career Placement Office -
Where? _____
- ____ Referral from a Professor or Academic Advisor _____
- ____ Referral from a current EPA Intern _____
- ____ Referral from a Friend or Family Member _____
- ____ EPA *Employee Matters* Newsletter _____
- ____ EPA Internet Site -- Which one(s)? _____
- ____ Other Internet Site -- Which one(s)? _____
- ____ Advertisement in a Periodical -- Which one(s)? _____
- ____ Other -- Please Elaborate _____

AT WWW.USAJOBS.OPM.GOV

APRIL 8 - 26, 2002

Name (Please Print)